

If your company had 10 or fewer employees during the last calendar year, you do not need to keep OSHA injury and illness records unless OSHA or the Bureau of Labor Statistics informs you in writing that you must keep these records. 1904.1(a)(1)

*NOTE: It is strongly recommended that these records be kept by all employers to allow for evaluation of injuries the company is experiencing.*

Each recordable injury or illness must be entered on the OSHA Forms 300 and 301 within 7 days of receiving the information. 1904.29(b)(3)

OSHA injury and illness records must be kept for all projects. If the project is 1 year or longer a separate OSHA 300 log must be kept. If the projects are less than 1 year, these projects may be placed on one OSHA 300 log that covers all short-term projects. These records may be kept at a central location as long as the information is transferred within 7 days. 1904.30(a) and (b)(1)-(2)

The OSHA 300 and the OSHA 300A logs must be verified and certified by a company executive. Additionally, the OSHA 300A must be posted at the end of each calendar year, in a location accessible to all employees. The log must be posted no later than February 1 of the following year and remain posted until April 30. 1904.32 (a) and (b)

The OSHA 300 and 301 logs must be kept for 5 years following the year to which they relate. 1904.33(a) and 1904.44

## Reinforcing Steel

All protruding reinforcing steel (rebar) onto and into which employees could fall shall be guarded to eliminate the hazard of impalement. 1926.701(b)

## Respiratory Protection - 1910.134

(made applicable to construction by 1926.103)

In emergencies, or when feasible engineering or administrative controls are not effective in controlling toxic substances, appropriate respiratory protective equipment shall be provided by the employer and shall be used. 1910.134(a)(1) and (2)



Respirators shall be appropriate for the hazardous material involved and the extent and nature of the work requirements and conditions. 1910.134(d)(1)(i)

Respirators shall be approved by the National Institute for Occupational Safety and Health. 1910.134(d)(1)(ii)

Respirator cartridges/canisters shall be equipped with an end-of-service life indicator certified by NIOSH for the contaminant, or the employer shall establish a change-out schedule based on objective data (e.g., air monitoring data) that will ensure the cartridges/canisters are changed before the end of their service life. 1910.134(d)(3)(iii)(B)



Employees required to use respirators shall be thoroughly trained in their use. 1910.134(k)